



## Caterer Agreement

### **Food Service Responsibilities & Details**

- Providing all food and supplies related to food which may include appetizers, dinner, desserts, water, coffee, linens, tableware, napkins.
- Providing all staff necessary for the event. Staff must be properly trained & dressed. Caterer/Client responsible for all set up/clean-up of your property/services. Twelve29 staff is not responsible for set up/clean-up of any food related items.
- Clean-up of kitchen space and all other space used by event guests as it related to food clean up including garbages. Clean up of buffet line and break down of buffet tables. All spaces will be left in clean and orderly condition. All garbage and recycling will be taken to on-site provided dumpsters.
- Set up/access is allowed starting at 10am day of the event unless otherwise noted by Twelve29. All items must be removed night of event.
- You may park your catering vehicles right outside the kitchen space. Please allow other vendors to load/unload through the garage door if needed. Depending on guest size of event, staff may be asked to park across the street in neighbor's lots.
- Any items left behind after 7 days will be disposed of or donated if applicable.
- Garage door not to be left open during event and only used for loading in and out.

### **Items provided by Twelve29**

- Large kitchen prep area with separate entrance and garage door to load in/out.
- Stainless steel prep tables
- Single Door Cooler & Freezer
- Three Compartment & Hand Wash Sink
- Trash Cans & Liners
- Water (must provide own ice)
- Use of cleaning supplies to clean kitchen
- All utilities needed to service event (electricity, heat, air conditioning)

### **Commission**

Caterers will pay Twelve29 \$2.00 per guest for final dinner counts for all events catered at Twelve29. Caterer will be billed based on final count given to venue. If you do pass this catering charge on directly to your client, please let us/client know and we can bill client directly. Payment will be required day of the event with checks made payable to Twelve29WI, LLC.

### **Marketing**

Twelve29 will gladly feature and tag caterers in posts on social media. Caterers are encouraged to reciprocate and both will use reasonable efforts to include each other in relevant materials & postings.

### **Insurance and Licensing**

All caterers must submit proof of insurance (Certificate of Liability Insurance named to Twelve29WI, LLC). All caterers are required to be properly licensed and certified for food service within the State of Wisconsin.

All forms and agreement must be submitted to Twelve29 by 30 days prior to event. If caterer has already submitted earlier in calendar year, new forms and agreement are not required. If all forms are not received by 30 days prior, caterer will not be able to cater event.

The caterer agrees to fully and completely release, relieve, hold harmless and indemnify Twelve29 and all employees from and against any and all liability for personal injury, property damage or damage of any kind or nature sustained by any person or legal entity, that may occur as a result of caterer's occupation and use of Twelve29. Said indemnity shall include the obligation to defend any and all suits, claims and actions arising out of, or connected in any way with the use of Twelve29

Twelve29 reserves the right at any time to change policies/procedures.

If caterer does not comply to above responsibilities and rules, you will not be welcome back to the venue.

Caterer Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
Sara Wright  
Twelve29  
[twelve29wi@gmail.com](mailto:twelve29wi@gmail.com)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature